



**Homeland Security Advisory System  
Recommended Actions\*  
Businesses**

**Red (Severe)**

- Complete recommended actions at lower levels;
- Listen to radio/TV for current information/instructions;
- Be alert to suspicious activity and report it to proper authorities immediately;
- Determine need to close business based on circumstances and in accordance with your written emergency plan;
- Communicate business status with employees and business partners;
- Be prepared to work with limited workforce at dispersed locations; and
- Adhere to any travel restrictions announced.

**Orange (High)**

- Complete recommended actions at lower levels;
- Be alert to suspicious activity and report it to proper authorities;
- Review emergency plan to include continuity of operations;
- Designate public/employee information contact and provide up to date information as available;
- Be prepared to address employee concerns about work place safety and security;
- Determine security needs to restrict access to business or curtail access to critical portions of business;
- Contact key business partners to confirm their emergency response plan procedures; and
- If a need is announced, consider allowing employees to donate blood at designated blood collection centers.

### **Yellow (Elevated)**

- Complete recommended actions at lower levels;
- Be alert to suspicious activity and report it to proper authorities;
- Consider contacting a private security firm to conduct a security risk assessment and determine availability of support/reinforcement;
- Stay up to date on current events that relate to homeland security issues and discuss with key business staff; and
- Determine security readiness and disaster preparedness plans of key business partners to your organization.

### **Blue (Guarded)**

- Complete recommended actions at lower levels;
- Be alert to suspicious activity and report it to proper authorities;
- Develop a dialogue with business and community leaders, government agencies, professional and community organizations, and utilities about disaster preparedness issues;
- Maintain standard operating guidelines for handling suspicious parcels and letters;
- Maintain up to date Material Safety Data Sheets (MSDS) for handling workplace hazardous materials; and
- Ensure emergency communications plan is updated to include purchase of needed equipment.

### **Green (Low)**

- Encourage or sponsor employees to take CPR/AED and first aid courses;
- Develop written emergency plans to address all potential hazards. Train all employees on implementation of the emergency plan. Include an emergency communication plan to notify employees of activities. (The American Red Cross has numerous resources to assist you in developing such plans);
- Designate an off-site “report to” location in case of evacuation;
- Develop continuity of operations plan to include designating alternate work facility/location for business; and
- Prepare information technology systems for cyber attacks as part of normal business practices.

\* The information contained in this document has been gathered from various sources concerning homeland security and is believed to be timely. However, information on homeland security issues changes hourly. As a result, this information should not be used as the sole source for information concerning homeland security issues but only as a brief overview.